

**Human Rights Committee (HRC)  
District East  
Open Meeting Minutes**

Department of Economic Security  
Division of Developmental Disabilities  
120 W. 1<sup>st</sup> Avenue Mesa, AZ 85210  
January 10th, 2018  
5:00 pm – 7:00 pm

<b>Call to Order</b>	Jennifer Huot
<b>Start Time</b>	5:19 pm
<b>Facilitator</b>	Jennifer Huot
<b>Note taker</b>	Taylor Pike
<b>Attendees</b>	<p><b>HRC Members Present:</b> Jennifer Huot, Sheri Reed, Gina Johnson, Sarah McGovern, Paul Sadler, Jill Wilson</p> <p><b>HRC Members Absent:</b> Suzanne Kensington, Cathryn Whalen, Mindee Stevenson, Leon Igras, Tammy Leeper</p> <p><b>Division of Developmental Disabilities (DDD) Staff:</b> Barbara Picone, Lydia Glover, Taylor Pike, Jeffrey Yamamoto</p> <p><b>On the phone:</b> None</p> <p><b>Public:</b> Rayka Mohebbi</p>
<b>Agenda Topics</b>	Call to Order, Call to the Public, Welcome, Potential New Member, Training, Approval of October 2017 Minutes, Adjournment

**Welcome**

**Committee**

<b>Discussion</b>	<p>The <b>Human Rights Committee (HRC) members</b> introduced themselves.</p> <p><b>Taylor Pike, Jeffrey Yamamoto, Barbara Picone and Lydia Glover</b> introduced themselves as Division of Developmental Disabilities (DDD) staff members.</p> <p><b>Rayka Mohebbi</b> introduced herself as a potential new member.</p>
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## Potential New Member

**Jennifer Huot**

<b>Discussion</b>	<p><b>Rayka Mohebbi</b> informed the committee she is currently a Child Support Services volunteer for the Department of Economic Security. <b>Cathryn Richards</b>, the Statewide Volunteer Coordinator recommended the Human Rights Committee as a possible volunteer opportunity.</p> <p><b>Gina Johnson</b> and <b>Jennifer Huot</b> explained that the Human Rights Committee reviews Incident Reports and Behavior Plans to ensure that individuals with disabilities rights are not being violated. They serve as an extra set of eyes for the division. <b>Barb Picone</b> elaborated on her role with Quality Assurance and the Incident Reporting process. She explained that the Human Rights Committee takes home the Incident Reports from the previous month, reviews them, sends any questions or concerns they may have to Suzanne so she can answer them at the next meeting.</p> <p><b>Lydia Glover</b> provided district updates:</p> <ul style="list-style-type: none"><li>• The Human Resources Liaison is currently out, however someone has been temporarily filling the role.</li><li>• Vacant supervisory positions have been filled quickly.</li><li>• The Arizona Management System (AMS) has been positive for District East, they are making various process improvements.</li></ul> <p><b>Gina Johnson</b> and <b>Sheri Reed</b> inquired about existing committee members and their attendance. <b>Taylor Pike</b> informed the committee that <b>Joy Smith</b> has resigned from the committee and will follow up regarding <b>Leon Igras</b> and <b>Tammy Leeper's</b> hiatus.</p>
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## Training

**Taylor Pike**

<b>Discussion</b>	<p><b>Taylor Pike</b> informed the committee that the number of trainings for new members have been reduced, required are:</p> <ul style="list-style-type: none"><li>• (CIS001-1) The Top 10 Security Awareness Fundamentals</li><li>• (LAW3000) Standards of Conduct for State Volunteers</li><li>• (DEE504) ADA 504 Compliance Overview</li><li>• (DEE504) ADA 504 Compliance Exam</li><li>• (DEE162) Records Management</li></ul> <p>Article 9 Managing Inappropriate Behaviors has been revised. The committee would like to have the Article 9 training scheduled during one of their monthly meetings. They agreed to discuss scheduling this at their next meeting.</p>
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## Approval of October Minutes

**Jennifer Huot**

<b>Discussion</b>	<b>Jennifer Huot</b> made a motion to approve the October 2017 minutes as written, motion seconded by <b>Gina Johnson</b> . All in favor. Motion carried.
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## Executive Session

**Jennifer Huot**

<b>Discussion</b>	<b>Sheri Reed</b> made a motion to go into Executive Session, motion seconded by <b>Sarah McGovern</b> . All in favor. Motion Carried.
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## Adjournment

**Jennifer Huot**

<b>Conclusion</b>	The next meeting will be held on November 14th, 2017 at 5:00 pm at the 120 W. 1 <sup>st</sup> Avenue, Mesa, AZ location. Meeting adjourned by <b>Jennifer Huot</b> at 6:45 pm.
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